

## **Senior Management Analyst**

**Recruitment number:** PD-0335-Oct09

### **Required supplemental questions**

- All applicants must submit a written or typed response to each of the following.
  - The responses must be addressed individually and included with the application on a separate sheet(s).
  - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
  - Your responses will be used as part of your application evaluation.
1. **Describe and explain your experience and role/s in the public procurement and contract administration process.**
  2. **Describe your experience and role in monitoring and administering contracts and grants. Please include the types of contracts and grants you've developed or administered.**
  3. **Describe your experience and role/s in developing and executing budgets in the public sector.**
  4. **Please describe your experience and proficiency with financial application software including spreadsheets and other financial system applications.**
  5. **Describe the most complex spreadsheet, database or tool you developed, improved or maintained, and what its purpose and uses were.**